



Policy Title	Effective Date	Policy Number
Program Transfer Policy	07/01/2008	SS-059
Responsible College Division/Department	Responsible College Manager Title	
Student Services	Vice President of Student Services	
Policy Statement		
<p>Programs defined as health and community service are (but not limited to): all Nursing Programs, Medical Assistant, Early Childhood Education/Child Care Services, Nursing Assistant, Health Unit Coordinator, Radiography, Pharmacy Technician, Dental Assistant, Dental Hygienist, Surgical Technologist, Emergency Medical Technician-Basic (EMT-Basic), Paramedic Technician and Criminal Justice.</p> <p>Lakeshore Technical College (LTC) welcomes students transferring from other institutions of higher education. The following process ensures that students transferring from other institutions meet the same performance and academic standards that is required for current LTC program students.</p>		
Process		
<ol style="list-style-type: none">1. Students transferring from other institutions of higher education must meet the published admission requirements established for all students entering the specific program. The admission requirements are found in the program curriculum sheets located in the Student Services offices.2. A new Background Information Disclosure must be completed at the time of application to LTC, if the program to be entered requires a background check.3. Students transferring from other institutions of higher education must submit a letter to the LTC dean or program chair requesting transfer and stating their reason for this request.4. Students transferring from other institutions of higher education must also request a letter from the Dean or Program Chair of the previous program of enrollment. This request must be made in writing and signed by the student.5. The letter from the previous program chair or dean must either affirm good standing or provide reasons if the student is not in good standing. This letter of good standing must be mailed from the previous institution directly to the program dean or program chair at LTC.6. The documents described in paragraphs 2, 3, 4, and 5 above, together with other relevant information, will be reviewed upon receipt by a committee including the program chair, the program dean, the counselor, and other college district officials concerned. A decision on transfer and admission will be made based upon the information provided, current LTC policies and standards, as well as the standards and policies of the program of enrollment.7. If an extended period of time has passed between the most recent enrollment and transfer to LTC, or if the program chair concludes it is in the best interest of student success at LTC, clinical skills may be evaluated by LTC faculty or designee prior to or during first semester of enrollment at LTC.		

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8. Should the student requesting transfer have been dismissed from a previous college on the basis of clinical or academic performance, or if previous clinical or academic performance provide the basis for the request for transfer, the request will be evaluated on the basis of the same standards of clinical and academic performance applicable to LTC students as published in the program handbooks. In addition, students requesting transfer will be evaluated under the standards prescribed by the LTC Academic Integrity Code and the Student Conduct Code.

Disapproval of Transfer

Subsequent to review of records or inquiry, LTC reserves the right to decline a transfer and to refuse admission to an applicant on the basis of, but not limited to, any of the following, as applicable:

- a. Conduct upon which a professional license or certificate in the program of enrollment will not be issued by the applicable regulatory authority.
- b. Previous involuntary removal from a clinical education program, clinical practice program, or clinical procedure component of a course of study in a health care field or the program of enrollment.
- c. Suspension, limitation, or revocation of a current or previously held license or certification in a health care field or the program of enrollment.
- d. Being listed on the Wisconsin caregiver misconduct registry.
- e. "Misconduct" within the meaning of section N 7.04 of the Wisconsin Administrative Code, as amended.
- f. "Abuse" within the meaning of section HFS 13.03(1)(a) of the Wisconsin Administrative Code, as amended.
- g. "Unprofessional conduct" within the meaning of sections Phar 10.03 and DE 5.02 of the Wisconsin Administrative Code, and section 450.10(1)(a), of the Wisconsin Statutes., as amended.
- h. A criminal conviction of a serious crime within the meaning of Section 50.065 1.(e), of the Wisconsin Statutes, or conviction of a crime which is substantially related to client care within the meaning of section 50.065 (5m) of the Wisconsin Statutes, as amended, and section HFS 12.06 of the Wisconsin Administrative Code, as amended.
- i. Dismissal from other institutions of higher education system program or enrollment.
- j. Conduct incompatible with the national accreditation and program standards.
- k. Any other conduct presenting a substantial danger or detriment to the health, welfare, or safety of patients, members of the LTC community, or the public.

Reason for Policy

Cross References and Legal Review

Created/Adopted: 04/27/06

Reviewed/Revised: 4/11/13

Legal Reference: Wisconsin Administrative Code

Cross Reference: LTC Student Academic Conduct Code, LTC Student Academic Integrity Code

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Legal Counsel Review and Approval:

Board Policy: III.A. General Executive Constraint, III.B. People Treatment

Definitions